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THE GAZETTE OF MEGHALAYA

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Separate paging is given on this part in order that it may be filed as a separate compilation.

PART - IX

Advertisements and Notices by Government Offices and Public Service

NOTICES

STANDARD FORM OF APPLICATION

Photo

Dated, _____

To

The _____

Sir,

I beg to apply for the post of _____ and furnish the facts/as below in case of any false statement I am liable to any action Government may deem fit and proper. A Treasury Challan of Rs. _____ vide T. V. No. _____ is attached herewith.

Signature of Applicant

1. Full name in capital letters with address; if any; Surname first
(Please do not use any initials)

Surname

2. Date of Birth :

Year Month Date

3. Place of Birth :

Village/Town Police Station District State

4. Father's/Mother's and Husband's (in case of married female)
(Please do not use initials).

5. Personal description :

A. Height

_____ M _____ Cm.

B. Colour of Eyes

C. Colour of Hair :

D. Visible distinguishing marks (if any)

6. A. Permanent Address in full.

B. Present Address in full.

C. If you have not resided at the above address continuously for the last four years. Please give the other address where you have resided during the period.

From :

To :

Address :

7. References :—

Name and address of two responsible persons in your localities who would be prepared to vouch for you.

A.

B.

8. Are you citizen of India? If so, how? (Copy of Citizenship Certificates should be enclosed where necessary).

9. Educational and other qualifications (Please attach copies of Certificates, Mark Sheets etc.)

Sl. No.	Name of Institution and Address	Date of entering	Date of leaving	Examination passed	Division	Subject taken
1.	2	3	4	5	6	7

1.

2.

3.

4.

5.

6.

10. Community :

(a) State your religion :

(b) Are you a member of Scheduled Caste/Scheduled Tribe? Answer "Yes" or "No". If "Yes" give particulars supported by a Certificate (Copy to be enclosed).

11. Present occupation, if any :

12. Previous appointment held, if any :

13. Are you a temporary/retrenched personnel of temporary Department of the Government of Meghalaya, Answer "Yes" or "No" (If "yes" give particulars).

14. Are you trained in or a member of the National Cadet Corps or Territorial Army? If so, give particulars.

15. Are you married or unmarried?

Signature.

Note : Particulars are to be filled in below the column in the space provided.

Shillong, the 21st October, 2014.

No.IEL.VII/1/2014-15/78.—Notice is hereby given for information that the Electrical Licensing Board, Meghalaya will hold the Electrical Supervisor & Workman Examination both in Shillong and Tura tentatively in the month of February, 2015. Application forms may be had from the office of the undersigned during office hours and from the office of the Zonal Electrical inspectorate, Sampalgre, Don Bosco College Road, Tura.

Application completed in all respect should reach the office of the undersigned on or before 26th November, 2014. No application will be entertained after due date.

P. K. SHULLET,
President, Electrical Licensing Board &
Senior Electrical Inspector,
Meghalaya, Shillong.

Shillong, the 21st October, 2014.

No.IEL.VII/1/2014-15/78.—Da kane la pyntip ba ka Electrical Licensing Board, Meghalaya kan pynlong ia ka Eksamin jong ka Electrical Supervisor bad Workman ha Shillong bad Tura ha u bnai Rymphang 2015. Ia ki application form lah ban ioh na ka office uba soi kyrteng harum bad na ka ophis jong ka Zonal Electrical Inspectorate, Sampalgre, Don Bosco College Road, Tura.

Ki application ba la pyndap dei ban pynpoi sha ka ophis uba soi kyrteng ha ne shwa ka 26th November, 2014. Yn ym pdiang shuh ia ki application hadien jong ka por ba la buh.

P. K. SHULLET,
President, Electrical Licensing Board &
Senior Electrical Inspector,
Meghalaya, Shillong.

Shillong, the 21st October, 2014.

No.IEL.VII/1/2014-15/78.—Iano pilaknan indake ui-atenga je Electrical Licensing Board, Meghalaya Electrical Supervisor/Workman porikako Shillong aro Tura 2015 bilsini February jarangni gisepo ong-atgen Dorgastoni lekkako (application form) ka-mao mesokatenggipa Office-rangoniko aro Zonal Electrical Inspectorate, Sampalgre, Don Bosco College Road, Tura office-ni somaimittingo ra-ena gita man-gen.

Matchotgimin dorgasto-rangko kosako mesokatenggipa office-ona 26th November, 2014 ba una skangan sokatna nanggen uni jamano sokbagipa dorgastorangko ra-chakjawaha.

P. K. SHULLET,
President, Electrical Licensing Board &
Senior Electrical Inspector,
Meghalaya, Shillong.

Shillong, the 28th October, 2014.

SHORT NOTICE INVITING TENDER

No.PW/CE/BD/38/2013/11.

1. Sealed tenders subsequently to be drawn up in M.P.W.D. F-2 form of Tender agreement duly affixed with a non refundable court fee stamp of ₹ 300 (*Rupees Three Hundred*) Only are hereby invited by the undersigned on behalf of the Governor of Meghalaya, from Class I Registered Contractors under the Chief Engineer P.W.D (Building) and having valid Labour License and requisite qualifications for the under mentioned work and will be received in the office of the Chief Engineer, PWD (Building), Meghalaya, Shillong (Room No. 416) upto 3:00 P.M. of **17.11.2014**. The tenders will be opened on the same date at 3.00 P.M. in presence of the tenderers or their authorised representatives who so desire to attend. If the last date happens to be a holiday, the next working day will be considered as the date of receiving and opening of tenders.

Detailed tender papers may be obtained from the Technical Branch Room No. 416 of this office from **13.11.2014 to 14.11.2014** on payment of a non-refundable fee of ₹ 500/- (*Rupees Five Hundred*) only, per set in cash payable to the Cashier of this office during office hours on any working day, from 11.00 A.M. upto 4:00 P.M..

2. NAME OF WORK:-Construction of Boundary Wall Fencing of Pine Mount International School at Lawse, Nongstoin, West Khasi Hills District.

3. NATURE OF WORK: - Construction of Boundary Fencing with Brick wall in Cement Mortar 1:6 above un-sized Random Rubble Stone Masonry in cement mortar 1:6 ,RCC Post at an internal of 2.5meter/ panel including Plastering and Earthwork in Excavation,etc.

4. APPROXIMATE TENDER VALUE: - ₹ 1,08,63,000.00 (**Rupees: One Crore Eight Lakhs Sixty Three Thousand**) only-**In Groups**

5. TIME OF COMPLETION:- 6(Six) months from the date of issue of Final Work Order.

6. RATES:- Rates are to be quoted on flat percentage basis *i.e.* AT PAR / ABOVE the Schedule of Rates for Building Works for 2013-14 as applicable in Khasi Hills District.

7. Non Tribal Contractors shall have to produce valid Trading License before purchasing Tender Forms failing which no tender papers will be issued.

8. Other details can be seen in the Detailed Notice Inviting Tender

9. 1% Labour cess under Meghalaya Building & other Constructions Workers (Regulations of Employment & Condition of Service) Rules 2008, shall be deducted from the Contractor's Bill.

10. The Chief Engineer, P.W.D.(Building), Meghalaya, Shillong reserves the right to accept or reject any or all tender without assigning any reason thereof

M. PHANBUH,
Chief Engineer, P.W.D. (Building)
Meghalaya, Shillong.

Shillong, the 4th November, 2014.

SHORT NOTICE INVITING TENDER

No.PW/TB/RD/48/2014/1.

Sealed tenders subsequently to be drawn up in M.P.W.D. F-2 form of tender agreement duly affixed with a non-refundable court fee stamp of Rs 400.00/1000.00 (Rupees Four hundred/one thousand) only as applicable, are hereby invited by the undersigned on behalf of the Governor of Meghalaya from Registered Class-I PWD (Roads) contractors of Meghalaya State for the under mentioned work and will be received in his office (in Room No.210) up to 2.30 P.M. of 20.11.2014. The tenders will be opened on the same day at 2.45 P.M. in presence of the tenderers or their authorized representatives who so desire to witness the opening of the bids. If the date of receiving of tenders happens to be a holiday, the next working day will be considered as the date of receiving and opening of tenders.

Detailed tender papers may be obtained from the Technical Branch (Roads) (Room No.210) of this office from 12.11.2014 to 18.11.2014 on payment of Rs 500.00 (Rupees Five hundred) only as applicable, non-refundable in cash payable to the Cashier of this office on any working day, from 11.00 A.M. upto 3.00 P.M.

- (i) **Name of Work:-** Construction of Lawsohtun Umjasai Internal road (L= 460.00m)
- (ii) **Nature of Work:-** Earthwork information, filling, R/wall, B/wall, C.C pavement, R.C.C Railing , R.C.C Slab Culvert, R.C.C Slab Drain, V- Shaped Drain etc. (inclusive of all carriage of materials)
- (iii) **Approximate value of work:-** Rs. 132.00 Lakhs (Rupees One crore Thirty two lakhs) only (In Groups)
- (iv) **Time of completion:-** 12 (Twelve) months from the date of issue of Final Work Order
- (v) **Rates:-** Rates are to be quoted on flat percentage basis, i.e, AT PAR/ABOVE the Schedule of Rates for Roads and Bridge Works (Other than NH works) For National Highway Circle PWD (Roads), Meghalaya Shillong for the year 2010 - 11.

Non-tribal contractors shall have to furnish valid Trading License from the Khasi Hills Autonomous District Council, while submitting their tenders otherwise the tenders will be rejected outrightly.

R. D. SHIRA,
Chief Engineer, (NH) P.W.D. (Roads),
Meghalaya, Shillong.

Shillong, the 3rd November, 2014.

EXPRESSION OF INTEREST FOR OPERATION OF BUSES IN SHILLONG UNDER JNNURM.

No.MUDA/MON/3/Pt-II/2010-11/85.

Expression of Interest for Operation of Buses under JNNURM in Shillong are invited by Meghalaya Urban Development Authority, Shillong from reputed Entities / Bus Operators / Agencies who have experience in operation and management of Transport Sector (Passenger / Freight).

The Tender Document can be obtained from the office of the Meghalaya Urban Development Authority, Shillong from 6th November, 2014 during working hours upto 14:00 hrs of 21st November, 2014 on payment either in cash or through Cheque / Bank Draft of Indian Rs. 2,000.00 (Rupees Two Thousand) only. The same can also be downloaded from website: www.meghalaya.nic.in on payment of Rs. 2,000 (Two Thousand) only in the form of Cheque / Demand Draft which should be submitted along with the Tender.

EOIs are to be submitted through two sets of hardcopies by **24th November, 2014**. The bids will be opened the same day at 3:00 P.M.

Secretary
Meghalaya Urban Development
Authority, Shillong.

Shillong, the 10th November, 2014.

AFFIDAVIT

I, Smti. Lalbati Rai W/o Shri Ashok Kumar Rai R/o Additional Secretariat Quarters Shillong that I have changed from Smti. Lalbati Kumari to Smti. Lalbati Rai *vide* an affidavit sworn before the Magistrate First Class at Shillong dated 14th February, 2014. Henceforth I shall be known as Smti. Lalbati Rai for all purposes and intents.

SMTI. LALBATI RAI,
Binder Gr. - II
Directorate of Printing and Stationery,
Meghalaya, Shillong.

Shillong, the 4th November, 2014.

QUOTATION NOTICE

No.SW(G-Quo)15-Pt./2014/6.

Sealed Quotation duly affixed with Court Fee Stamp of ₹1000/- (Rupees, One thousand) only each are hereby invited from interested Firms/Suppliers for supply of Handloom materials during 2014-2015 and will be received by the undersigned up to **12:00 hours** on the **19th Nov, 2014**. The quotation will be opened on the same day at **13:30 hours** in the office of the undersigned in presence of the quotationers or their representatives if any.

The detailed particulars of the materials, items and specification including the terms and condition may be obtained from the office of the Directorate, Sericulture and Weaving, Meghalaya, Shillong on all working days. *If the last date for receipt of quotation happens to be a holiday, the quotation will be received and opened on next working day at same time and same venue.*

For more details please log on www.megseriloom.gov.in

BAKUL CH. HAJONG,
Director,
Sericulture & Weaving,
Meghalaya, Shillong.

TERM AND CONDITIONS

The rates are to be quoted F.O.R. destination to the office of the Zonal Officer (Weaving), Shillong/Tura, i/c Baghmara, District Handloom Officer, Nongpoh/ Nongstoin/ Jowai/ Tura/ Williamnagar/ and Handloom Development Officer, Dilma, with a validity up to **31st March 2015**.

1. The undersigned reserved the right to reject and accept any or all the quotations without assigning any reasons thereof and thus not bind himself to accept or recommend acceptance of lowest rates of any quotations.
2. Earnest money at the rate of ₹10,000/- in case of Non-tribal and ₹5,000/- in case of SC/ST.(Refundable)
3. The rate quoted should be inclusive of all taxes, levies, charges, packing, insurance and other incidental charges up to the destination.
4. The successful candidate will be required to deposit a performance guarantee of 5% of the total contract amount, through **Bank Draft** and pledged in favour of Director of Sericulture and Weaving, Meghalaya, Shillong.
5. Supply of materials shall have to be completed within 30 (thirty) days from the date of received of supply order(s). No extension of delivery period will be entertained beyond the stipulated period unless the approved supplier submits irrefutable grounds for extension of supply. The application for the extension of time must be submitted to undersigned in time after receiving the supply order, and not later than the due date fixed for completion of the supply. Application for extension of time received after the stipulated time will not be considered.
6. Payment will be made to the suppliers directly, only on completion of supplies and on satisfactory receipt of the materials by the respective officers for which a completion Certificates shall be issued to the suppliers by the concerned officers.
7. The risk of transportation will have to be borne by the successful suppliers.
8. The **Security Deposit** and **Earnest money** of the successful firms/ suppliers will be released only after he/she received the completion certificate from the concerned officers.
9. At the time of opening of tender(s), if there is any objection on the validity of documents of any quotation(s) raised by the quotationers/representatives. The objection will be duly recorded and will be put up to the Purchase Board Committee for consideration. The decision of the Purchase Board committee on such objection will be final.

**QUOTATION MUST BE
ACCOMPANIED WITH THE FOLLOWING DOCUMENTS**

- a) Affixed non-refundable Court Fee Stamp of ₹ 1000/-.
- b) Attested copies Sale Tax Clearance Certificate from the concerned Superintendent of Taxes.
- c) Attested copies of valid and up to date Central Sale Tax Certificate from the concerned Superintendent of Taxes.
- d) Attested copies of SC/ST Certificate issued by the concerned Competent Authority (for Tribal Tenders).
- e) Attested copies of valid Trading License from District Council for non- Tribal.
- f) The attested copies Professional Tax Clearance Certificate.
- g) The attested copies PAN Card should be attached with each quotation(s).
- h) Earnests money of ₹ 10,000/- in case of Non-Tribal and ₹ 5,000/- in case of Tribal.
- i) The **Technical Bid** and **Price Bid** should be submitted in separate sealed cover.
- j) The Bank Draft / Call Deposit should be deposited and pledged in favour of the Director of Sericulture and Weaving, Meghalaya, Shillong.

***N.B.** The quotationers who have already tendered a quotation vide this office letter NO.SW(G-Quo)15/2014/13, dated the 11th August 2014, are not required to attached Bank Draft on Earnest Money and Court fee stamp in the **"TECHNICAL BID"**.*

**LIST OF HANDLOOM MATERIALS AND ACCESSORIES WITH A SPECIFICATIONS/QUALITY FOR IMPLEMENTATION OF TECHNOLOGY
UPGRADATION PROGRAMME UNDER NORTH EASTERN TEXTILE PROMOTION SCHEME FOR THE YEAR 2014-2015.**

Particulars	Quantity	Specifications	Amount to be quoted in ₹	₹ in words
1. 60" Fly Shuttle Wooden Frame Loom. (Frame Loom Per set with the following accessories)		Size of 60" F.S. loom: Hx8xL=6x8x7 ft. Front post: 4x4x6 ft. Middle post: 3x2x6 ft. Back post: 4x4x3 ft. Upper & Side bar: 3x2 ft. (Made of Bonsum/Khokon/Hollokh/Lali/other non-saal wood.)		
a) Sley	1 no	Standard size. (Made of Bonsum/Khokon/Hollokh/Lali/other non-saal wood.)		
b) C.V.Heald	1 no	Size-60"x48" Best Quality.		
c) Steel Reed	1 no.	Size-60"x48" Best Quality.		
d) Shuttle	2 nos.	Standard size.		
e) Pirn	1 doz.	Standard size. (Both end sealed 10cm.)		
f) Bobbin	2 doz.	15cm.x3.75cm (6"x0.5")		
g) Temple	1 set.	Standard size.		
h) Charkha	1 no.	Charkha: ring rebeth spindle with new bicycle rim 24" (70cm) circumference complete set.		
i) Heald stick	1 set.	Best Quality (8 pieces in one set)		
j) Drawing Hook	6 nos.	Standard size.		
k) Heald Cord Ball	1 doz.	200 gms. 6 Ply Jute.		
l) Wire Heald	200 nos.	Standard size.		

Particulars	Quantity	Specifications	Amount to be quoted in ₹	₹ in words
2. Jacquard (120 Hooks Capacity) Per set with the following accessories.		120 Hooks Capacity		
a) Comber Board	1 no.	Standard size.		
b) Mail Eye	1000 nos.	Standard size.		
c) Harness cord	0.500 kg.	Standard size.		
d) Lingoos	500 nos.	Standard size.		
e) H. Punching Plate	1 no.	Standard size.		
f) Design Card	200 nos.	Standard size.		

Particulars	Quantity	Specifications	Amount to be quoted in ₹	₹ in words
3. Dobby (120 Hook Capacity) Per set with the following accessories.		120 Hook Capacity		
a) H. Punching Plate	1 no.	Standard size.		
b) Harness cord	0.500 kg.	Standard size.		
c) Nylon Harness Small	0.500 kg.	Standard size.		
d) Design Card	200 nos.	Standard size.		

Items	Accessories	Quantity	Specifications	Amount to be quoted in ₹	₹ in words
4. Weaving Accessories	a) C.V.Heald	1 no.	Size-60"x48" Best Quality.		
	b) Steel Reed	1 no.	Size-60"x48" Best Quality.		
	c) Shuttle	1 no.	Standard size.		
	d) Pirn	6 nos.	Standard size. (Both end sealed 10cm.)		
	e) Bobbin	10 nos.	15cm.x3.75cm (6"x0.5")		
	f) Temple	1 set.	Standard size.		
	g) Charkha	1 no.	Charkha: ring spindle with new bicycle rim 24" (70cm) circumference complete set.		
	h) Drawing Hook	2 nos.	Standard size.		
	i) Heald Cord Ball	6 nos.	200 gms. 6 Ply Jute.		
	j) Wire Heald	100 nos.	Standard size.		

Shillong, the 9th October, 2014.

ADVERTISEMENT**No.DET-(M) PL-7/2012/Vol.II/6234.**

The Office of the Directorate of Employment and Craftsmen Training (DECT) invites application from eligible candidates who are Indian Citizens for recruitment to the following posts on Contract basis for a period of 1(One) year (extendable), subject to such terms and conditions as will be laid down in the contract agreement.

Name of Post	Description	No. of Posts	Monthly Consolidated Pay (Fixed)	Required Qualification and Experience
1. Procurement Officer	Handling of procurement and sourcing activities of the DECT that include upgrading the training equipment, course material, and delivery methods of the ITIs/Polytechnics/Private non-profit skill providers.	1 (One)	35,000/-	MBA/Engineering Graduates with at least 3 Years experience in a similar position in any reputed organization. Age: about 35 years. Retired Officials with experience in procurement process may also apply. Qualification may be relaxed for the retired officials.
2. Accounting Specialist	Handling the complete accounts of the Department including that of the Externally Aided Projects of multilateral institutions such as ADB, etc. Knowledge of statutory obligations and fair understanding of the CAG Audit procedures essential	1 (One)	35,000/-	MBA (Finance)/M.Com/CA with a minimum of 3(Three) years of experience in Financial Management of development projects. Hands-on-experience of Tally and Knowledge of other Accounting Packages, Accounting Standards and practices essential. Knowledge of Tax System will be essential. Age: about 35 years.
3. Accounting Officer	Ensuring the payments to the vendors as per the set processes, collecting and collating financial data, stock management, bank reconciliation, preparation of statements for Audit	1 (One)	30,000/-	B.Com/C.A with a maximum of 3 (Three) years of practical experience in handling accounts. Should be a Tally certified professional, Knowledge of all statutory obligations and requirements, and knowledge of VAT, TDS, MS-Excel is essential. Age: about 35 years.

General Information

1. Interested candidates may send their application in the Standard Form of Application as published in the Gazette of Meghalaya Part II along with attested copies of all testimonials.
2. Applications complete in all respect should reach the Directorate of Employment and Craftsmen Training, Keating Road, Grove Site, Shillong -1 , **OR** through email at dectmeg@gmail.com on or before 31st October 2014. Incomplete applications shall be summarily rejected with no further communications to the applicants.
3. Only Shortlisted applicants will be called for the interview. All Certificates/Testimonials etc. (IN ORIGINAL) should be produced at the time of interview.
4. No TA/DA will be paid to the applicants for attending the interview.

Director,
Employment & Craftsmen Training,
Meghalaya, Shillong.

OFFICE OF THE DIRECTOR GENERAL OF PRISONS
HORSE SHOE BUILDING, LOWER LACHUMIERE
MEGHALAYA, SHILLONG.

Shillong, the 3rd November, 2014.

NOTICE INVITING QUOTATION

No.PRI.86/2014/36. - Sealed Quotations for **Supply and Installation of C.C.T.V. Cameras** at the District Jail, **Nongpoh/Jowai/Tura/Williamnagar** during the year **2014-2015** are invited and will be received in the Office of the Undersigned up to 2.00 P.M. on **2nd December, 2014 (Tuesday)** and will be opened at 3.00 P.M. on the same day. Terms and conditions of the Notice Inviting Quotations can be seen in the Office of the Superintendent, District Jails, Jowai/Tura/Williamnagar or in the Office of the Undersigned during office hours on any working days.

Asstt. Inspector General of Prisons,
Meghalaya, Shillong.

Shillong, the 3rd November, 2014.

NOTICE INVITING QUOTATION

No.PRI.86/2014/37. - Sealed Quotations Affixing Non-refundable Court Fee Stamp of ₹ 1000/- (**Rupees one thousand**) only are invited from bonafide, established, reputed manufactures and registered intending firms and supplier(s) for entering into a rate contract for the **Supply/Installation of C.C.T.V. Cameras** in the District Jails, Nongpoh, Jowai, Tura and Williamnagar during the year 2014-2015.

TERMS AND CONDITIONS:

1. Items offered must be of reputed companies/manufactures and should meet with all the Technical Specifications as given in Schedule "I". Quotation should be accompanied with Catalogues/Brochures/Warranty/Guarantee and will be received in the Office of the Undersigned up to **2.00 P.M. on 2nd December, 2014 (Tuesday)** and will be opened on the same day at **3.00 P.M.** Quotationers or their authorized representatives are

requested to remain present at the time of opening of Quotations. Quotations received after the due date and time, by hand or by post, will be rejected.

2. **Quotations must be accompanied by :**

- (a) Non-refundable Court Fee-stamp of ₹ 1000/- (**Rupees one thousand**) only.
- (b) Earnest Money of **1%** from the total value of the items quoted should be in the form of Call Deposit or Crossed bank draft only payable in favour of the Director General of Prisons, Meghalaya, Shillong at any Nationalized Bank at Shillong. The Draft or Deposit at Call of Quotation belonging to Schedule Cast/Schedule Tribes may be deposited **0.5%**.
- (c) Attested copy of Valid and Current Meghalaya Value Added Tax Clearance Certificate issued by the Superintendent of Taxes, Meghalaya.
- (d) Attested copy of Valid and Current Meghalaya VAT Certificate of Registration, along with list of items for which rates are offered, with Tax Payer Identification No. (TIN No.).
- (e) Attested copy of Valid and Current Professional Tax Clearance Certificate issued by the District Council.
- (f) Attested copy of Valid and Current Financial Stability Certificate issued by any Nationalized Bank, Certifying that the Firm/Supplier is capable to undertake the supply.
- (g) Attested copy of Scheduled Caste/ScheduledTribe Certificate issued by the concerned competent authority.
- (h) Attested copy of Valid and Current District Council Trading License for Non-Tribals Quotationers.
- (i) A Declaration that no Spouse of the Quotationer is working in the Office of the Director General of Prisons, Meghalaya, Shillong, or in any of the District Offices of the Prisons Department in Meghalaya.
- (j) An Undertaking that the supply work will be carried out by the Quotationer only.
- (k) A Self-attested Photograph of the Quotationer.
- (l) Dealership/Distributorship certificates for each item quoted from the Principal manufacturer.
- (m) Catalogues/Brochures from the manufacturers for each item quoted.

3. The following information must be mentioned on the Body of the Envelope containing the Tender Papers, failing which the Sealed Envelope of the Quoting Firms will not be opened :

- Court Fee Stamps of ₹_____ is affixed.
- Earnest money valued ₹_____ is enclosed.
- Meghalaya VAT Clearance Certificate Valid upto _____ is enclosed.
- Meghalaya VAT Registration Certificate with list of Items is enclosed.
- Professional Tax Certificate valid up to_____ is enclosed.

- Current Financial Stability Certificate is enclosed.
- Schedule Tribe Certificate is enclosed.
- District Council's Trading License Valid up to _____ is enclosed (for Non-Tribal Firms).
- A Declaration is enclosed.
- An Undertaking is enclosed.
- Self- attested Photograph is enclosed.
- Dealership Certificate from the Principal manufactures _____ is enclosed.
- Full name and full Address of the Quotationer.

4. **Rates:**

- (a) Should be inclusive of all Taxes,levies, charges,packing,insurance,taxes and other installation/incidental charges up to the office of the Superintendent, District Jail, Jowai,Tura and Williamnagar. Only local taxes and C.S.T. against 'D' form should be shown separately if applicable.
 - (b) Should be inclusive of the cost of all accessories up to March, 2015.
 - (c) Should be valid for a period of **1(One) Year** from the date of acceptance of quotation.
 - (d) Should be quoted separately for each item.
 - (e) Should be quoted F.O.R. Destination i.e. up to the Office of the Superintendent, District Jails, Nongpoh, Jowai, Tura, and Williamnagar.
 - (f) Should be written clearly in figures and in words. Any alterations or over writings must be signed in full by the Quotationers.
 - (g) Once the rates offered in the tenders are accepted, no enhancement of rates will be allowed under any circumstances and the Quotationers will be liable to supply at the rates accepted by the Director General of Prisons, Meghalaya, Shillong. Failure to supply at the accepted rates will entail the offer being cancelled and the Security Money forfeited to Government of Meghalaya.
 - (h) For import items rate should indicate separately i.e. rates with Custom Duty and rates without Custom Duty.
5. Quotationer must sign all pages of the necessary documents and also to sign and submit the Certificate at Annexure – 'A' and "Acceptance of Terms and Conditions" at Annexures – 'B' and 'C' as proof of the quotationer having fully understood the term and conditions mentioned in the Notice Inviting Quotation.
6. Quotations should be addressed to the Undersigned by Designation and not by name. **Separate Sealed Envelope** for each District Jail (If the Supplier desire to supply/Install more than 1(one) District Jail) containing the Quotation Papers must be super-scribed as **"QUOTATION FOR SUPPLY AND INSTALLATION OF C.C.T.V. TO THE DISTRICT JAIL,**

_____ **(NAME OF DISTRICT JAIL) FOR THE FINANCIAL YEAR 2014-2015**". The quotationer **should affix his full address** on the left bottom of the envelope containing the quotation documents. Quotations must be sent by Registered post or Delivered by hand.

7. In no case quotations received after due date and time shall be accepted and the Director General of Prisons, Meghalaya, Shillong shall not be responsible for any delay in submission of quotation. All quotations received after the due date and time shall be returned to the respective quotationer without opening the same.
8. Due to the Unavoidable reason(s) if the Office of the Director General of Prisons remains closed on the date prescribed for submission/opening of the quotations, the quotations will be received during the next working day at the same venue and the same timing.
9. **The Successful quotationer will be:**
 - (a) Intimated through a Letter of Acceptance by the Director General of Prisons, Meghalaya, Shillong. Till then, no Quotationer has any right to assume that his or her Quotation has been accepted. There shall be no claim whatsoever for compensation for any expenditure incurred by any Quotationers in anticipation of any Acceptance Letter.
 - (b) Required to furnish a Security Deposit as per rates mentioned below and execute the Contract Agreement to fulfillment of the terms and conditions of the contract, which successful tender(s) will have to enter into. Such Security Deposit will be subjected to forfeiture in case of non-fulfillment of terms and conditions of the quotation notice on the Contract Agreement.
 - (c) The Earnest Money of the Successful quotation will not be released till the Security Deposit is furnished and that of the Unsuccessful quotationers will be released only after finalization of the Contract with the Successful Quotationer.
10. **Rates of Security Deposit :**
 - (a) For contract upto 30,000/- - 2% from local and 3% from non-local.
 - (b) For contract upto 60,000/- - 3% from local and 4% from non-local.
 - (c) For contract upto 1,00,000/- - 4% from local and 5% from non-local.
 - (d) For contract more than 1,00,000/- - 5% for all categories.
11. **The Director General of Prisons, Meghalaya, Shillong may rescind forthwith the contract in writing if :**
 - (a) A Contractor assigns or sub-lets any contract without his approval in respect of the contract or any other contract.

- (b) A Contractor or his Agent or Servants are found guilty of fraud in respect of this contract or any other contract.
 - (c) Declines, neglects or delays to comply with the demand or requisition or in any other way fails to perform or observe any condition of or all conditions of the Contract Agreement.
12. In case of such rescission, the Security Deposit, in part or full, at the discretion of the Director General of Prisons, Meghalaya, Shillong, shall stand forfeited and be absolutely at the disposal of Government. Further, the Government shall be entitled to recover from the Supplier, any extra expense the Government may be put to, in obtaining Suppliers from elsewhere.
- (i) In the event of the successful quotationer failing to perform his/her part of any or all the Contract agreement to the satisfaction of the Department of disregarding terms and conditions of the Quotation Notice or the contract agreement the successful quotationer shall be liable to any of or all of the following action at the discretion of the Director General of Prisons, Meghalaya, Shillong on behalf of Government of Meghalaya.
 - (ii) Forfeiture of Security Deposit in whole or part.
 - (iii) Making good the loss caused to the Government through the liability, neglect, delay in complying with the demand.
 - (iv) Cancellation of the contract without any prior notice to the contractor.
13. If the successful Suppliers/Firms willfully neglects, fails to perform or observe any condition of contract agreement, or attempts to cheat or indulge in foul practices, the Director General of Prisons, Meghalaya, Shillong may impose a ban upon such Supplier/Firm for future business with the Department.
14. Once the Model is approved, no change of brand name, shape, pattern, quality or specification will be entertained even on the plea on non-availability offer of the same quality or alternative offer of the same quality.
15. The store supplied must be of the same models/specifications as approved by the Departmental Purchase Board as well as in the Supply orders. The Director General of Prisons, Meghalaya, Shillong reserves the right of non-acceptance of items which are not found as per the prescribed specification.
16. Delivery and Installation must be completed within 8(eight) weeks from the date of receipt or firm orders. No extension of delivery period will be entertained.

17. Payment will be made only on completion of supply, installation and on correct receipt of goods by the respective consignee in good condition. Documents/Vouchers/P.R.Bills etc. routed through Banks will not be accepted. Consignment will dispatch by the firm after payment of all freight charges at the sources. Freight to pay P.R. Bill will not be accepted.
18. Risk of transportation will be borne by the Quotationer themselves.
19. Comprehensive on warranty should be indicated along with after sale services facilities.
20. One set of manual of (Instruction and Maintenance) should be supplied free of cost for each item wherever applicable.
21. Any dispute arising out of or in respect of these terms and conditions of the Contract Agreement shall be in the jurisdiction of the Courts in Meghalaya.
22. If the trade enquiry reveals that the item being offered is being manufactured by a Public Sector Undertaking (PSU), the Purchase Board reserves the right to reject the quotations and purchase the items directly from the Public Sector Undertaking (PSU)
23. The Purchase Board reserves the right to reject any or all tenders without assigning any reasons thereof and does not bind itself to accept the lowest rate(s).

Asstt. Inspector General of Prisons,
Meghalaya, Shillong.